

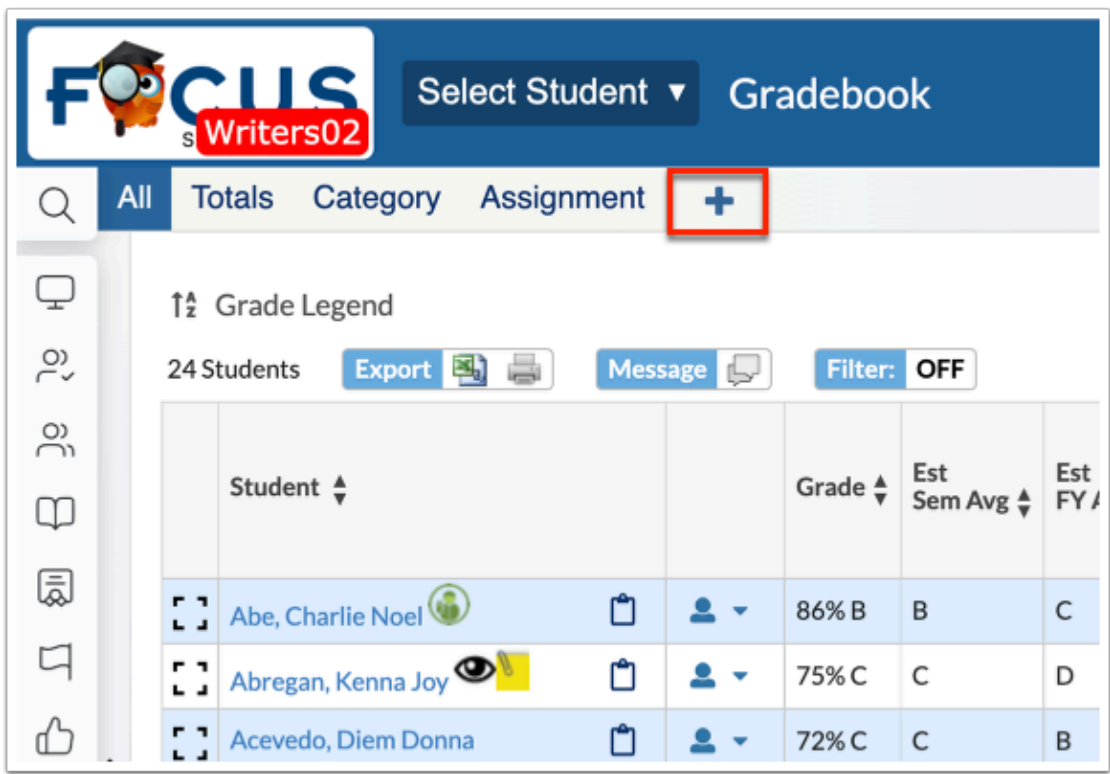
Teacher: Gradebook Assignments

Gradebook assignments can include electronic posts, rubrics, resources, standards, and much more.

Creating Assignments

i Before creating assignments in the gradebook, at least one category must have been created first or an error message will display. Assignments can be linked or copied to other sections, provided the selected category exists in the other sections.

- 1. In the menu, click **Gradebook**.
- 2. Click + (blue plus sign) to add an assignment.



You can also add assignments directly to categories. Click the **Category** tab.
Click the applicable category, then click + **New Assignment**.

FOCUS Writers02 Select Student Gradebook Fridda Roxy (ERP-MCS...) Focus High School - 0041 2022-2023 SIS Teacher 4th 9 Weeks 02 - 004 - ENG 3 ERP

All Totals **Category** Assignment + Reports Settings

Assignments <

- Homework (2) 40%
- Classwork (1) 30%
- Participation (2) 20%
- Tests** Edit 10%
 - Percent of Final Grade
 - To Kill A Mockingbird Test 1 (30)
 - + New Assignment**
 - Import Assignment
 - Add Test
- Extra Credit (0) 0%

Tests 24 Students Export Message Filter: OFF

Enter Grades By Points

Student	Grade	Est Sem Avg	Est FY Avg	Student ID	Grade Level	To Kill A Mockingb... 30P - 15Q Assigned 04/11 Due 04/11
Abe, Charlie Noel	86% B	B	C	4400055879	10	NG
Abregan, Kenna Joy	75% C	C	D	4400061843	10	20 67% D
Acevedo, Diem Donna	72% C	C	B	4400023057	09	25 83% B
Acevedo, Emerald Vonn	92% A	A	A	4400056443	12	29 97% A
Acosta, Dexter D	92% A	A	A	4400086685	10	NG
Acosta, Harry P	87% B	B	B	4400058780	10	NG
Adams, Peter Kavinsky	89% B	B	B	4400020236	10	NG
Adams, Ponyboy Henry	89% B	B	B	4400086404	09	NG
Agregor, Abe Sebastian	82% B	B	B	4400060059	12	NG
Average	88%	B	B			90%

The assignment screen defaults to the **Details** tab.

FOCUS Writers02 Select Student Gradebook Fridda Roxy (ERP-MCS...) Focus High School - 0041 2023-2024 SIS Teacher 4th 9 Weeks 02 - 004 - ENG 3 ERP

All Totals Category **Assignment** + Reports Settings

Assignments <

- Classwork Edit 40%
 - Percent of Final Grade
 - To Kill A Mockingbird Essay (50)
 - Part II Quiz (3)
 - Debate Key Points (45)
 - Eng 2 Assessment 1 (3)
 - Debate Key Points (45)
 - Group Activity (20)
 - Morning Weekly Essay (15)
 - To Kill A Mockingbird Essay (50)
 - Novel Part 1 Questions (100)
 - Organizational Word Vocabulary Test (100)
 - Group Activity (100)
 - Book Report 12/3 (100)
 - Eng 2 Assessment 1 (3)
 - Copy to Sections selection (10)
 - Reading Quiz 1 (50)
 - Pop Quiz (100)

Assignment Title... Save Cancel

Details Rubric Resources Standards Options

Points Completion Only ☐ Questions

Category **Classwork** Assigned Date **04/26/2024** Time ☐

Due Date **04/26/2024** Time ☐ Marking Period **4th 9 Weeks**

Linked Sections **Period 2 004 ENG 3** Create as Copy in Other Sections ☐

Autofill Points Assessment **+ New Assignment** **Import Assignment**

Assign Test Test Login PIN

Test Review Delay (Days)

Description

B I U S X, X' Lato 14 **A**

Assignment Description...

3. Click the **pencil** icon to add an assignment image.

4. Enter the **Assignment Title** in the text box.

5. Enter the number of **Points** possible in the text box. If this is left blank, then the assignment will be taken out of 0 points and will count as extra credit.

If you entered a value for Default Assignment Points in Gradebook Configuration, the points box will automatically be populated with a value.

6. Select the **Completion Only** check box to establish the assignment as completion based in which you would enter a check mark when the assignment is completed by the student, as opposed to entering a grade. This feature can be used for permission forms or an assignment draft that won't be graded.

Student ID	Grade Level	Group Randomize	To Kill A Mockingb... Assigned 05/06 Due 05/06	Group Work 100 Points Assigned 04/14 Due 04/14
0055879	11	Team A	<input type="checkbox"/>	I
0082679	11	Team B	<input checked="" type="checkbox"/>	-1 NG
0077217	11	Team A	<input type="checkbox"/>	55 F
0058458	11	Team B	<input type="checkbox"/>	90 A
0023462	11	Team B	<input type="checkbox"/>	90 A

7. Enter the number of **Questions** in the text box. This is not required and is typically used when entering scores based upon questions correct/incorrect.

8. Select the assignment **Category** from the pull-down.

9. Enter an **Assigned Date** to determine the date the assignment will be assigned to students.

a. Select the **Time** check box next to the Assigned Date to determine the exact time the assignment will be assigned on the entered date. If a time isn't entered, the assignment will be assigned at midnight of the assigned date entered.

10. Enter the **Due Date** to determine when the assignment is due by the students.

a. Select the **Time** check box next to the Due Date to determine the exact time the assignment is due on the entered date. If a time isn't entered, the assignment will be due at midnight of the due date entered.

i If both settings, **Allow Student Uploads** and **Don't Allow Late Submissions**, are enabled from the Options tab, students will not be able to upload documents after the Due Date and Time.


If your district is using the **Create Assessments** module, and an Assessment is attached to the assignment, the Assessment will not be available on the Student Portal after the Due Date and Time.

11. Enter a **Publish Date** to determine when the assignment is visible to parents and students in the Parent/Student Portal. Note: The assignment will not be visible to parents/students until the Publish Date has passed. The Publish Date also determines when links for attached assessments displays.

A crossed out eye icon displays in the assignment header on the All tab to indicate that **Parents and students cannot see this assignment until [Publish Date]**

My Classroom		Enter Grades By Points			
Group Randomize	Family Tree 35 Points	Group Work 100 Points	Argumentative Ess... 100 Points	Quick Write - Out... 50 Points	ed 04/12 4/12
	Parents and students cannot see this assignment until May 12				
Team B	NG	90	A	88	B Z
Team A	NG	90	A	70	C 50
Team A	NG	10	F	101	A 45
Team A	NG	90	A	88	B 47
Team A	NG	90	A	88	B 50

When viewing grades for an individual student, the crossed out eye icon displays in red stating **Parents and students will not see this assignment**. The rows for these assignments are dimmed, but you can still enter grades and comments, as needed.

 **Abe, Charlie Noel** Grade Legend Enter Grades By


Please be sure to submit assignments on time.


	Class Work	Participation	Homework	Extra Credit	Weighted Grade
Percent of Grade	50%	10%	40%	0%	
Score	65% D	100% A	50% F	NG	I

6 Assignments Export Filters: OFF

Assignment	Points Earned	Grade	Comment	Assigned	Due	Last Modified	Category	View Test	Student
Argumentative Essay Rough D	Parents and students will not see this assignment			Mon, 12 Apr 2021 2:09 pm	Mon, 12 Apr 2021	Tue, 27 Apr 2021 9:57 pm	Homework	No Test Available	No Assign
Family Tree	/ 35	NG		Mon, 10 May 2021 12:00 am	Mon, 17 May 2021		Homework	No Test Available	No Assign
Group Work	I / 100	I	Please complete this assignment as soon as possible.	Wed, 14 Apr 2021 2:12 pm	Wed, 14 Apr 2021	Wed, 5 May 2021 2:53 pm	Class Work	No Test Available	No Assign
Quick Write - Outdoors	50 / 50	A		Mon, 12 Apr 2021 2:09 pm	Mon, 12 Apr 2021	Mon, 12 Apr 2021 2:26 pm	Participation	No Test Available	No Assign
Reading Quiz 1	<input checked="" type="checkbox"/>	✓		Mon, 12 Apr 2021 12:00 am	Mon, 12 Apr 2021	Mon, 12 Apr 2021 2:11 pm	Class Work	No Test Available	No Assign

a. Select the **Time** check box next to the Publish Date to determine the exact time the assignment will be published on the entered date. If a time isn't entered, the assignment will be published at midnight of the publish date entered.

 Reports Settings

 **To Kill A Mockingbird Essay** Save Import Grades Delete

Details Grades Rubric Resources Standards Options

Points	<input type="text" value="50"/> <input type="checkbox"/> Completion Only	Questions	<input type="text"/>
Category	<input type="text" value="Classwork"/> ▼	Assigned Date	<input type="text" value="03/29/2023"/> <input type="text" value="12:00 am"/> <input checked="" type="checkbox"/> Time
Due Date	<input type="text" value="09/06/2023"/> <input type="checkbox"/> Time	Marking Period	<input type="text" value="4th 9 Weeks"/> ▼
Linked Sections	<input type="text" value="Period 2 004 ENG 3, P..."/> ▼	Autofill	<input type="text"/> <input type="text" value="Points"/> ▼
Assessment	+ New Assessment Import Assessment	Assign Test	<input type="text"/> ▼
Test Login PIN	<input type="text"/>	Test Review Delay (Days)	<input type="text"/>

12. Select the **Marking Period** for which the assignment will take place.

If you are using block scheduling, the marking period pull-down displays with the progress periods instead of the parent quarters.

13. To add the assignment to additional sections, select the sections from the **Linked Sections** pull-down.

i When **Linked Sections** is selected as the **New Assignment Method** via Settings > Configuration tab, one assignment is created, which may be linked and unlinked to other sections. You can then select the applicable sections from the Linked Sections pull-down , which links the assignment to the selected sections. Note: This setting is also dependent on the sections linked to the Category from the Linked Sections pull-down (at the category level not the assignment level).

i If **Add All Assignments to Each Section of Your Course by Default** is selected via Settings > Gradebook Configuration, sections with the same course number are automatically selected, as long as the Category has been created in the other sections.

14. Select the applicable sections from the **Copy to Sections** pull-down to add a copy of the assignment to each of the selected sections; afterwards, each assignment can be edited individually.

15. Select the **Create as Copy in Other** check box to link the assignment to each selected section. When the check box is selected, the **Copy to Sections** pull-down displays from which you can select to add a copy of the assignment to each of the selected sections.

i When **Select Each Time** is selected as the **New Assignment Method** via Settings > Configuration tab, a "Create as Copy in Other Sections" check box is added to the Details tab. Note: This setting is also dependent on the sections linked to the Category from the "Linked Sections" pull-down (at the category level not the assignment level).

16. To Autofill a grade for all students, select the type of grade that should be auto-filled from the pull-down, such as Points, Percent, Letter Grade, etc. Then enter the applicable information, such as points, or letter grade in the **Autofill** text box.

+
Reports Settings

To Kill A Mockingbird Essay

[Save](#)
[Import Grades](#)
[Delete](#)
[Unsaved Changes](#)

Details
Grades
Rubric
Resources
Standards
Options

Points ☐ Completion Only

Category Classwork ▼

Due Date 09/06/2023 ☐ Time

Linked Sections Period 2 004 ENG 3, P... ▼

Assessment [+ New Assessment](#)
[Import Assessment](#)

Test Login PIN

Questions

Assigned Date 03/29/2023 12:00 am ☒ Time

Marking Period 4th 9 Weeks ▼

Autofill
B
Letter Grade ▼

Assign Test ▼

Test Review Delay (Days)

If you select Completion Only for Points, you can select the **Complete** check box in which a check mark will autofill for the students.

+
Reports Settings

To Kill A Mockingbird Essay

[Save](#)
[Import Grades](#)
[Delete](#)
[Unsaved Changes](#)

Details
Grades
Rubric
Resources
Standards
Options

Points ☒ Completion Only

Category Classwork ▼

Due Date 09/06/2023 ☐ Time

Linked Sections Period 2 004 ENG 3, P... ▼

Assessment [+ New Assessment](#)
[Import Assessment](#)

Test Login PIN

Questions

Assigned Date 03/29/2023 12:00 am ☒ Time

Marking Period 4th 9 Weeks ▼

Autofill
☒ Complete

Assign Test ▼

Test Review Delay (Days)

17. Click **+ New Assessment** to create a test or assignment within Focus.

18. Click **Import Assessment** to import an existing assessment created via **Create Assessments** (assessments created by the district or teachers can be imported with the applicable permissions).

19. If Google Classroom is enabled, select the **Google Classroom Assignment** from the pull-down to sync/add the assignment with Google Classroom.

Assignment Title...

Save Cancel

Unsaved Changes

Details Rubric Resources Standards Options

Points ☐ Completion Only

Assigned Date 02/24/2021 ☐ Time

Marking Period 3rd 9 Weeks

Questions

Due Date 02/24/2021 ☐ Time

Linked Sections Period 2 ENG 3, Period 5 ENG...

Category Class Work

Publish Date 02/24/2021 ☐ Time

Autofill Points

Assessment [+ New Assessment](#)
[Import Assessment](#)

Google Classroom Assignment - Create New Assignment -

20. If tests have been created via **Grades > Create Tests**, you can link those tests to the assignment from the **Assign Test** pull-down.

a. If a test is assigned, you can enter a **Test Login PIN** that students will need to enter in order to access the test.

21. Enter a **Description** of the assignment (optional), which will be available when viewing assignment details, such as hovering over the informative *i* on assignment headers.

+ Reports Settings

To Kill A Mockingbird Essay

Save Import Grades Delete

Unsaved Changes

Details Grades Rubric Resources Standards Options

Points 50 ☐ Completion Only

Category Classwork

Due Date 09/06/2023 ☐ Time

Marking Period 4th 9 Weeks

Linked Sections Period 2 004 ENG 3, P...

Assessment [+ New Assessment](#)
[Import Assessment](#)

Test Login PIN

Questions

Assigned Date 03/29/2023 12:00 am ☒ Time

Autofill B Letter Grade

Assign Test

Test Review Delay (Days)

Description

Analyze the childhood world of Jem, Scout, and Dill and their relationship with Boo Radley in Part One.

22. When all data has been entered, click the **Save** button to officially add the assignment.

+

[Reports](#)
[Settings](#)

To Kill A Mockingbird Essay

[Details](#)
[Grades](#)
[Rubric](#)
[Resources](#)
[Standards](#)
[Options](#)

Save

[Import Grades](#)
[Delete](#)

Unsaved Changes

Points

50 ☐ Completion Only

Category

Classwork

Due Date

09/06/2023 ☐ Time

Linked Sections

Period 2 004 ENG 3, P...

Assessment

[+ New Assessment](#)
[Import Assessment](#)

Test Login PIN

Questions

Assigned Date

03/29/2023 12:00 am ☒ Time

Marking Period

4th 9 Weeks

Autofill

B

Letter Grade

Assign Test

Test Review Delay (Days)

Description

B I U S X, X'

Lato 14

A

Analyze the childhood world of Jem, Scout, and Dill and their relationship with Boo Radley in Part One.

When **Unsaved Changes** is displayed, you must click **Save** before navigating away from the screen to ensure entering information is not lost.

Assignment Posts

Adding Assignment Posts

1. Click the **Details** tab.

02.04.24 **FOCUS** Writers02 Select Student Gradebook Fridda Roxy (ERP-MCS... Focus High School - 0041 2023-2024 SIS Teacher 4th 9 Weeks 02 - 004 - ENG 3 ERP

All Totals Category Assignment + Reports Settings

Assignments <

Classwork Edit 40%

Percent of Final Grade

To Kill A Mockingbird Essay (50)

Part II Quiz (3)

Debate Key Points (45)

Eng 2 Assessment 1 (3)

Debate Key Points (45)

Group Activity (20)

Morning Weekly Essay (15)

To Kill A Mockingbird Essay (50)

Novel Part 1 Questions (100)

Organizational Word

Vocabulary Test (100)

Group Activity (100)

Book Report 12/3 (100)

Eng 2 Assessment 1 (3)

Copy to Sections selection (10)

Reading Quiz 1 (50)

To Kill A Mockingbird Essay Save Import Grades Delete

Details Grades Rubric Resources Standards Options

Points 50 Questions N/A

Category Classwork Assigned Date 03/29/2023 12:00 am

Due Date 09/06/2023 Marking Period 4th 9 Weeks

Assessment N/A Test N/A

Description

Analyze the childhood world of Jem, Scout, and Dill and their relationship with Boo Radley in Part One.

+ New Post

Questions/Office Time Edit

I'll be available on Wednesday from 12-1 to answer questions about the test before you start your essay.

2. Click **+ New Post** to add a post to the assignment to provide additional information on the assignment viewable by students/parents on the Grades (Assignments) screen.

+ Reports Settings

To Kill A Mockingbird Essay Save Import Grades Delete

Details Grades Rubric Resources Standards Options

Points 50 Questions N/A

Category Classwork Assigned Date 03/29/2023 12:00 am

Due Date 09/06/2023 Marking Period 4th 9 Weeks

Assessment N/A Test N/A

Description

Analyze the childhood world of Jem, Scout, and Dill and their relationship with Boo Radley in Part One.

+ New Post

3. Enter a **Post Title** in the provided text box.

+
Reports
Settings

Period

Assessment
N/A
Test
N/A

Description

Analyze the childhood world of Jem, Scout, and Dill and their relationship with Boo Radley in Part One.

Questions/Office Time

B I U S X₂ X² Lato 16 ≡ ≡ A ▼ ▼ - ▢ ▢ ▢ ▢ ▢ ▢ ▢ ▢ ▢ ▢

I'll be available on Wednesday from 12-1 to answer questions about the test before you start your essay.

Visible To All ▼

Resources ▼

☐ Send Notifications

Cancel

Post

4. Enter **Post Content** in the provided text box.

5. If you want to specify profiles that should have access to the assignment post, select the appropriate profiles from the **Visible To** pull-down.

6. Select the **Send Notifications** check box to send a notification to the Community App if your district is using the mobile app (when adding a post).

7. Click **Post** to post the content to the assignment. Click **Cancel** to remove the post.

Once posted, posts are viewable by students/parents on the Grades (Assignments) screen.

- a. Click **Comment** to add your own comment.
- b. Click **Reply** to reply to the comment made by the student/user.
- c. Select the **Hidden** check box to hide the comment from other students. Clear the selected check box, to make the comment visible to others.
- d. Click **Hide Comments** to hide the comments made from the Details tab.

Questions/Office Time
I'll be available on Wednesday from 12-1 to answer questions about the test before you start your essay.

Hide Comments

Abe, Charlie 5/10 11:30am

I really enjoyed this assignment.

Edit

Comment

Reply

☒ Hidden

Assignment Posts Activity

You want to start a dialogue with your students about a topic in class. Create a post for your students to comment on.

Rubrics

Adding Rubrics

Rubrics can be created in the gradebook for use with one, or many assignments. Teachers can create a new rubric, clone an existing rubric, or add an existing rubric to the selected assignment. Once created, rubrics can be used to grade assignments. Standards can be added to rubrics, which can then be used to grade assignments.

1. Click the **Rubric** tab.
2. To create a new rubric, click **New +**.

To Kill A Mockingbird Essay

Details
Grades
Rubric
Resources
Standards
Options

New +

This assignment is not using a rubric

3. Enter a **Title** for the New Rubric in the provided text box.

New Rubric

Title

☐ Weighted Criteria
☐ This Assignment Only
☐ Use Standards

	Criteria	Title	Score	
	Title	Description...	Description...	
	Title	Description...	Description...	
+ Criterion				

Cancel
Save

4. Select the **Weighted Criteria** check box to enter a Percent of Grade for each established criterion. A percentage can be assigned for each criterion and must equal 100%.

X

New Rubric

Title

☒ Weighted Criteria
 ☐ This Assignment Only
 ☒ Use Standards

	Criteria	Percent of Grade	✕	✕	+ Score
✕	ELA.11.C.1.2	70 %	<div>Title</div> <div>Score</div> <div>Description...</div>	<div>Title</div> <div>Score</div> <div>Description...</div>	
✕	ELA.11.C.1.2	30 %	<div>Description...</div>	<div>Description...</div>	
+ Criterion					

5. Select the **This Assignment Only** check box to ensure this rubric is only applied to the selected assignment.

6. Select the **Use Standards** check box to select Standards as the Criteria to set up the rubric.

X

New Rubric

Title

☒ Weighted Criteria
 ☐ This Assignment Only
 ☒ Use Standards

	Criteria	Percent of Grade	✕	✕	+ Score
✕	ELA.11.C.1.2	100 %	<div>Title</div> <div>Score</div> <div>Description...</div>	<div>Title</div> <div>Score</div> <div>Description...</div>	
✕	ELA.11.C.1.2	100 %	<div>Description...</div>	<div>Description...</div>	
+ Criterion					

7. Enter the rubric **Criteria** in the provided text box.

☐ Weighted Criteria
 ☐ This Assignment Only
 ☐ Use Standards

		A	B	C	D	+ Score
	Criteria	95	85	75	65	
×	Thesis	Uses detailed thesis which includes detailed examples to support the overall argument.	Uses clear thesis containing no fluff language and is detailed.	Thesis is clear and includes details.	Thesis is present but not clear or detailed.	
×	Layout/Outline	Follows the 3.5 essay outline containing well constructed paragraphs.	Follows the 3.5 essay.	Follows 3.5 essay but paragraphs need to be fleshed.	An attempt to follow 3.5 outline.	
+ Criterion						

If Use Standards is enabled, select the Standard from the pull-down in the **Criteria** column.

☐ Weighted Criteria
 ☐ This Assignment Only
 ☒ Use Standards

		A	B	C
	Criteria	95	85	75
×	Thesis	Uses detailed thesis which includes detailed examples to support the overall argument.	Uses clear thesis containing no fluff language and is detailed.	Thesis is clear and includes details.
×	Layout/Outline	Follows the 3.5 essay outline containing well constructed paragraphs.	Follows the 3.5 essay.	Follows 3.5 essay but paragraphs need to be fleshed.
×	ELA.11.C.1.3	Write literary analyses to support claims, using logical reasoning, credible evidence from sources, and	Description...	Description...

8. Enter a **Title** and a **Score**, such as A and 95.

Essay Rubric

☐ Weighted Criteria ☐ This Assignment Only ☒ Use Standards

	Criteria	✗	✗	✗
		Title Score	B 85	C 75
✗	Thesis	Uses detailed thesis which includes detailed examples to support the overall argument.	Uses clear thesis containing no fluff language and is detailed.	Thesis is clear and includes details.
✗	Layout/Outline	Follows the 3.5 essay outline containing well constructed paragraphs.	Follows the 3.5 essay.	Follows 3.5 essay but paragraphs need to be fleshed.
✗	ELA.11.C.1.3	Write literary analyses to support claims, using logical reasoning, credible evidence from sources, and	Description...	Description...

9. If Weighted Criteria is enabled, enter a **Percent of Grade** to assign a percentage of the total grade. Note: Percentage of Total must equal 100%.

Essay Rubric

☒ Weighted Criteria ☐ This Assignment Only ☒ Use Standards

	Criteria	Percent of Grade	✗	✗	✗	✗	+ Score
			A 95	B 85	C 75	D 65	
✗	Thesis	100 %	Uses detailed thesis which includes detailed examples to support the overall argument.	Uses clear thesis containing no fluff language and is detailed.	Thesis is clear and includes details.	Thesis is present but not clear or detailed.	
✗	Layout/Outline	20 %	Follows the 3.5 essay outline containing well constructed paragraphs.	Follows the 3.5 essay.	Follows 3.5 essay but paragraphs need to be fleshed.	An attempt to follow 3.5 outline.	
✗	ELA.11.C.1.3	40 %	Write literary analyses to support claims, using logical reasoning, credible evidence from sources, and	Description...	Description...	Description...	

If the Percent of Grade for all criteria does not add up to 100%, an error message displays.

X

Uses detailed thesis

Uses clear thesis

Thesis is clear and

Thesis is pres

Criteria weights do not add up to 100 percent (90). Please adjust criteria weights before saving this rubric.

Follows the 3.5 essay

Follows the 3.5 essay.

Follows 3.5 essay but

An attempt to

10. Enter a **Description** for the Title and Score in the applicable column for the identified Criteria.

☐ Weighted Criteria
 ☐ This Assignment Only
 ☒ Use Standards

	Criteria	<div>A</div> <div>95</div>	<div>B</div> <div>85</div>
×	Thesis	<div>Description...</div>	Uses clear thesis containing no fluff language and is detailed.
×	Layout/Outline	Follows the 3.5 essay outline containing well constructed paragraphs.	Follows the 3.5 essay.
×	<div>ELA.11.C.1.3</div>	Write literary analyses to support claims, using logical reasoning, credible evidence from sources, and elaboration,	<div>Description...</div>

If a Standard was selected as Criteria, the Description automatically populates in the first column.

		x	x
Criteria		A 95	B 85
		overall argument.	
x	Layout/Outline	Follows the 3.5 essay outline containing well constructed paragraphs.	Follows the 3.5 essay.
x	ELA.11.C.1.3	Write literary analyses to support claims, using logical reasoning, credible evidence from sources, and	Description...

11. Add as many titles, scores, and descriptions, as needed. To add more scores than displayed, click **+ Score**.

☒ Weighted Criteria
 ☐ This Assignment Only
 ☒ Use Standards

	Criteria	Percent of Grade	A	B	C	D	+ Score
			95	85	75	65	
x	Thesis	40 %	Uses detailed thesis which includes detailed examples to support the overall argument.	Uses clear thesis containing no fluff language and is detailed.	Thesis is clear and includes details.	Thesis is present but not clear or detailed.	
x	Layout/Outline	20 %	Follows the 3.5 essay outline containing well constructed paragraphs.	Follows the 3.5 essay.	Follows 3.5 essay but paragraphs need to be fleshed.	An attempt to follow 3.5 outline.	
x	ELA.11.C.1.3	40 %	Write literary analyses to support claims, using logical reasoning, credible evidence from sources, and	Description...	Description...	Description...	

12. To add addition criteria, click **+ Criterion**.

☒ Weighted Criteria
☐ This Assignment Only
☒ Use Standards

			✕	✕
			A 95	B 85
			overall argument.	
✕	Layout/Outline	20 %	Follows the 3.5 essay outline containing well constructed paragraphs.	Follows the 3.5 essay.
✕	<div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> ELA.11.C.1.3 ▼ </div>	40 %	Write literary analyses to support claims, using logical reasoning, credible evidence from sources, and	Description...
<div style="border: 1px solid #ccc; display: inline-block; padding: 2px 5px; color: #007bff;">+ Criterion</div>				

13. To delete criterion or scores, click the corresponding red **X** next to the applicable information.

☒ Weighted Criteria
☐ This Assignment Only
☒ Use Standards

			✕	✕	✕	✕	✕	
			A 95	B 85	C 75	D 65	F 55	+ Score
✕	Thesis	40 %	Uses detailed thesis which includes detailed examples to support the overall argument.	Uses clear thesis containing no fluff language and is detailed.	Thesis is clear and includes details.	Thesis is present but not clear or detailed.	Thesis is not present or well established.	
✕	Layout/Outline	20 %	Follows the 3.5 essay outline containing well constructed paragraphs.	Follows the 3.5 essay.	Follows 3.5 essay but paragraphs need to be fleshed.	An attempt to follow 3.5 outline.	Essay doesn't follow the 3.5 outline.	
✕	<div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> ELA.11.C.1.3 ▼ </div>	40 %	Write literary analyses to support claims, using logical reasoning, credible evidence from sources, and	evidence, and elaboration, demonstrating an understanding of literary elements.	Write literary analyses to support claims, using reasoning.	Write literary analyses to support claims.	Reasoning is not well thought out or supported.	

14. Click **Save** to save the rubric for use. Click **Cancel** to close the pop-up window without saving the rubric.

X

New Rubric

Essay Rewrite

☐ Weighted Criteria
 ☐ This Assignment Only
 ☒ Use Standards

		✖	✖	✖	
	Criteria	A 95	B 85	C 75	+ Score
✖	<div>ELA.11.C.1.3</div> <div></div>	Write literary analyses to support claims, using logical reasoning, credible evidence from sources, and	Write literary analyses to support claims, using logical reasoning, credible evidence from sources, and elaboration.	Write literary analyses to support claims, using logical reasoning, credible evidence.	
✖	<div>ELA.11.C.1.5</div> <div></div>	Improve writing by considering feedback from adults, peers, and/or online editing tools, revising to	Improve writing by considering feedback from adults, peers, and/or online editing tools, revising to improve clarity.	Improve writing by considering feedback from adults, peers.	
	+ Criterion				

Cancel

Save

15. Once saved, the rubric displays on the Rubric tab where it can be edited or cloned and deleted. Click **Save** to apply the rubric.

+
Reports Settings

To Kill A Mockingbird Essay

Details
Grades
Rubric
Resources
Standards
Options

[Save](#)
[Import Grades](#)
[Delete](#)
Unsaved Changes

Essay Rubric ▼


[Edit](#)
[Clone](#)
[New +](#)

Export

Criteria	Percent of Grade	A	B	C	D	F
Thesis	40	Uses detailed thesis which includes detailed examples to support the overall argument.	Uses clear thesis containing no fluff language and is detailed.	Thesis is clear and includes details.	Thesis is present but not clear or detailed.	Thesis is not present or well established.
Logic/Reasoning	40	Write literary analyses to support claims, using logical reasoning, credible evidence from sources, and elaboration, demonstrating an understanding of literary elements.	Write literary analyses to support claims, using reasoning, credible evidence, and elaboration, demonstrating an understanding of literary elements.	Write literary analyses to support claims, using reasoning.	Write literary analyses to support claims.	Reasoning is not well thought out or supported.
Layout/Outline	20	Follows the 3.5 essay outline containing well constructed paragraphs.	Follows the 3.5 essay.	Follows 3.5 essay but paragraphs need to be fleshed.	An attempt to follow 3.5 outline.	Essay doesn't follow the 3.5 outline.

Editing and Deleting Rubrics

1. Click the **Rubric** tab.
2. Select the rubric in question from the pull-down.



To Kill A Mockingbird Essay


Details Grades **Rubric** Resources Standards Options

Essay Rubric ▼ Edit Clone New +

Export

Criteria	Percent of Grade	A	B	C
Thesis	40	Uses detailed thesis which includes detailed examples to support the overall argument.	Uses clear thesis containing no fluff language and is detailed.	Thesis is clear and includes details.

3. Once selected, click **Edit**.



To Kill A Mockingbird Essay

Details Grades **Rubric** Resources Standards Options

Essay Rubric ▼ **Edit** Clone New +

Export

Criteria	Percent of Grade	A	B	C
Thesis	40	Uses detailed thesis which includes detailed examples to support the overall argument.	Uses clear thesis containing no fluff language and is detailed.	Thesis is clear and includes details.

i If a rubric is in use and has already been applied for grading, only descriptions in the rubric can be edited and the rubric cannot be deleted.

4. Click the applicable text boxes and make necessary changes. If using standards, click the pull-down to change the selection.

Edit Rubric
Rubric 1

☐ Weighted Criteria ☐ This Assignment Only ☒ Use Standards

Criteria	Score
<div>✖</div> <div>ELA.11.C.1.2 ▼</div>	<div>✖</div> <div>45</div> <div>+ Score</div>

+ Criterion

Delete Cancel Save

5. Add criteria and scores as needed by clicking + **Criterion** and/or + **Score**.

Edit Rubric
Rubric 1

☐ Weighted Criteria
 ☐ This Assignment Only
 ☒ Use Standards

	Criteria	A	Title	Score
		45		+ Score
×	ELA.11.C.1.2	Write complex narratives using appropriate techniques to establish multiple perspectives.	Description...	
×	ELA.11.C.1.2	Description...	Description...	
+ Criterion				

6. Click the corresponding red Xs to delete content.

Edit Rubric
Rubric 1

☐ Weighted Criteria
 ☐ This Assignment Only
 ☒ Use Standards

	Criteria	A	Title	Score
		45		+ Score
×	ELA.11.C.1.2	Write complex narratives using appropriate techniques to establish multiple perspectives.	Description...	
×	ELA.11.C.1.2	Description...	Description...	
+ Criterion				

7. Click **Save** to apply changes. Click **Cancel** to discard changes and close the window.

8. Click **Delete** to delete the rubric.

X

Edit Rubric
Rubric 1

☐ Weighted Criteria
☐ This Assignment Only
☒ Use Standards

Criteria	<div>A</div> <div>45</div>	<div>Title</div> <div>Score</div>	+ Score
<div>×</div> <div>ELA.11.C.1.2</div>	<div>Write complex narratives using appropriate techniques to establish multiple perspectives.</div>	<div>Description...</div>	
<div>×</div> <div>ELA.11.C.1.2</div>	<div>Description...</div>	<div>Description...</div>	
+ Criterion			

Delete

Cancel

Save

9. From the Rubric tab, click **Save** to apply changes.

+

Reports
Settings

To Kill A Mockingbird Essay

Save

Import Grades

Delete

Unsaved Changes

Details
Grades
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Options

Essay Rubric

Edit

Clone

New


Export

Criteria	Percent of Grade	A	B	C	D	F
Thesis	40	Uses detailed thesis which includes detailed examples to support the overall argument.	Uses clear thesis containing no fluff language and is detailed.	Thesis is clear and includes details.	Thesis is present but not clear or detailed.	Thesis is not present or well established.

Cloning Rubrics

1. Click the **Rubric** tab.

2. To apply a different rubric to the assignment, select the rubric from the pull-down. Once selected, you can copy the rubric.




To Kill A Mockingbird Essay

[Details](#)
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[Options](#)


Essay Rubric

[Edit](#)
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Criteria	Percent of Grade	A	B	C
Thesis	40	Uses detailed thesis which includes detailed examples to support the overall argument.	Uses clear thesis containing no fluff language and is detailed.	Thesis is clear and includes details.

3. Once selected, click **Clone**.




To Kill A Mockingbird Essay

[Details](#)
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Essay Rubric

[Edit](#)
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Criteria	Percent of Grade	A	B	C
Thesis	40	Uses detailed thesis which includes detailed examples to support the overall argument.	Uses clear thesis containing no fluff language and is detailed.	Thesis is clear and includes details.

4. Make any necessary changes to the copied rubric. See the section on **Adding a Rubric** for detailed information about each function.

New Rubric

Essay Rubric

☒ Weighted Criteria
 ☐ This Assignment Only
 ☐ Use Standards

	Criteria	Percent of Grade	A	B	C	D	F
	Thesis	40 %	Uses detailed thesis which includes detailed examples to support the overall argument.	Uses clear thesis containing no fluff language and is detailed.	Thesis is clear and includes details.	Thesis is present but not clear or detailed.	Thesis is not present or well established.
	Logic/Reasoning	40 %	Write literary analyses to support claims, using logical reasoning, credible evidence from sources, and	Write literary analyses to support claims, using reasoning, credible evidence, and elaboration,	Write literary analyses to support claims, using reasoning.	Write literary analyses to support claims.	Reasoning is not well thought out or supported.
	Layout/Outline	20 %	Follows the 3.5 essay outline containing well constructed paragraphs.	Follows the 3.5 essay.	Follows 3.5 essay but paragraphs need to be fleshed.	An attempt to follow 3.5 outline.	Essay doesn't follow the 3.5 outline.

Cancel

Save

5. Click **Save** to save the copied rubric as a new rubric. Click **Cancel** to discard the copy.
6. From the Rubric tab, click **Save** to apply changes.

Reports Settings

To Kill A Mockingbird Essay

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Details Grades **Rubric** Resources Standards Options

[Essay Rubric](#) ▼
 [Edit](#)
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 [New](#)

Export

Criteria	Percent of Grade	A	B	C	D	F
Thesis	40	Uses detailed thesis which includes detailed examples to support the overall argument.	Uses clear thesis containing no fluff language and is detailed.	Thesis is clear and includes details.	Thesis is present but not clear or detailed.	Thesis is not present or well established.

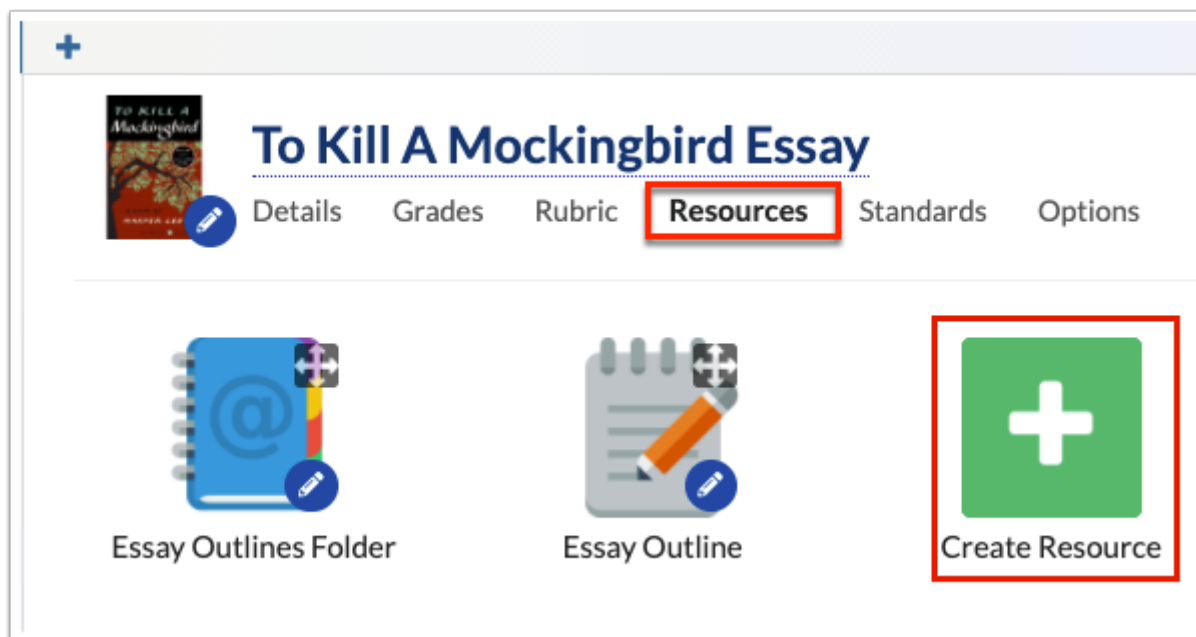
Rubrics Activity

You want to set clear and concise guidelines for an upcoming project or assignment. Create a rubric for an existing assignment.

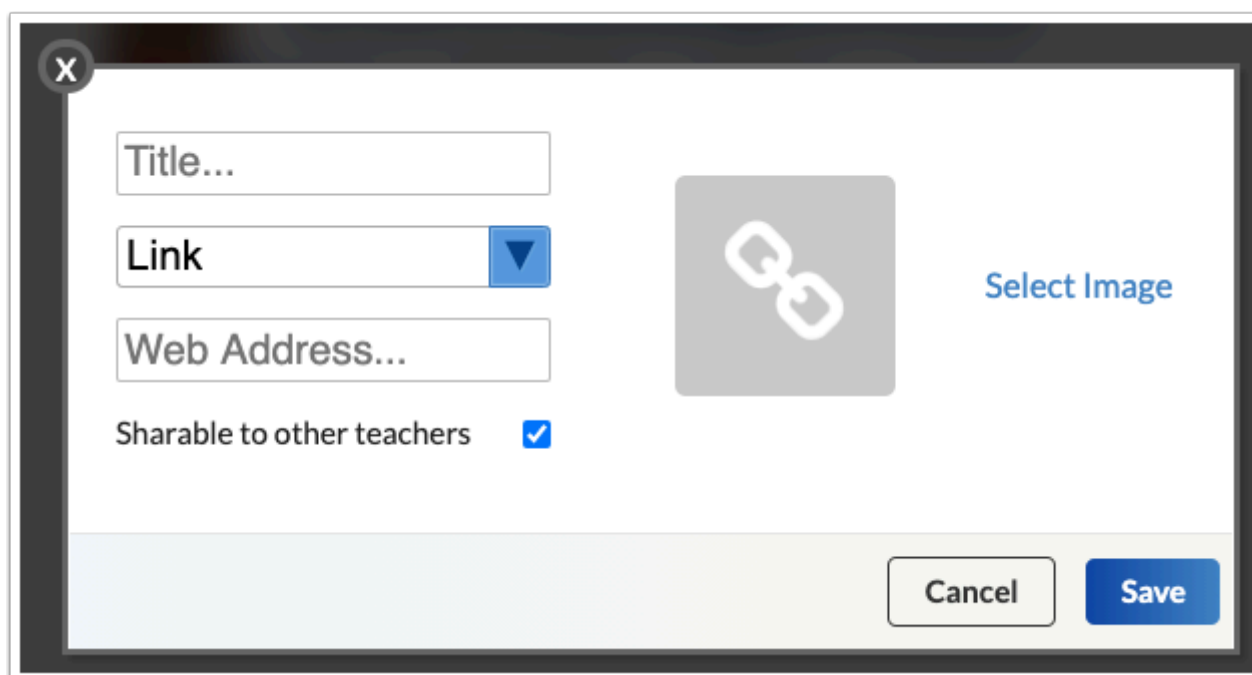
Resources

Adding Resources

1. Click the **Resources** tab to add different resources to the assignment, such as documents, links, calendar events, and more.
2. Click **Create Resource**.

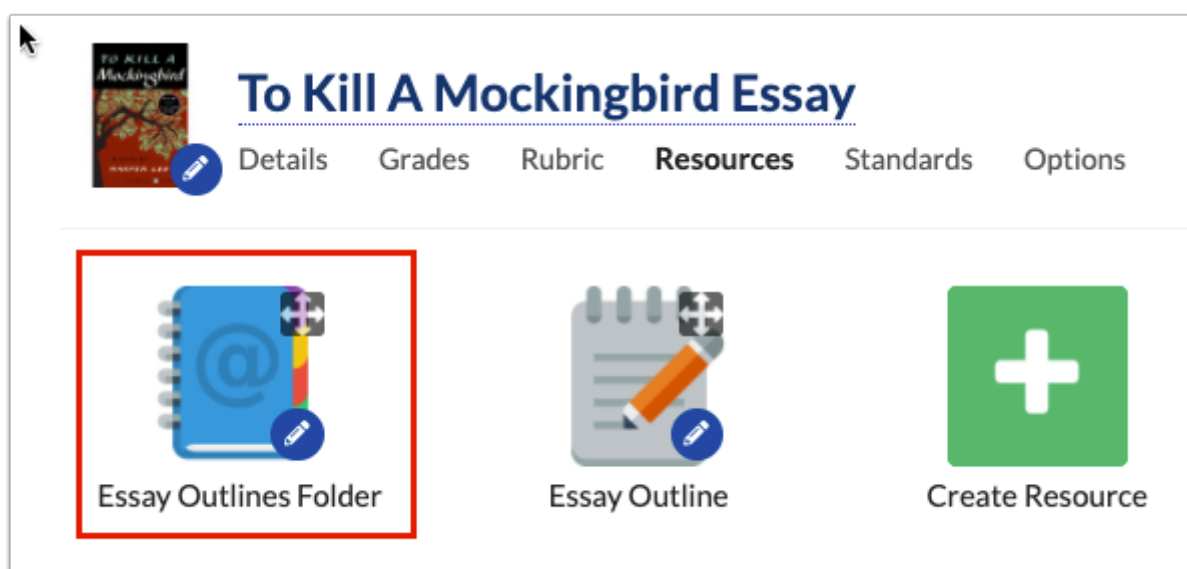


3. In the resource pop-up, enter a **Title** in the provided text box.



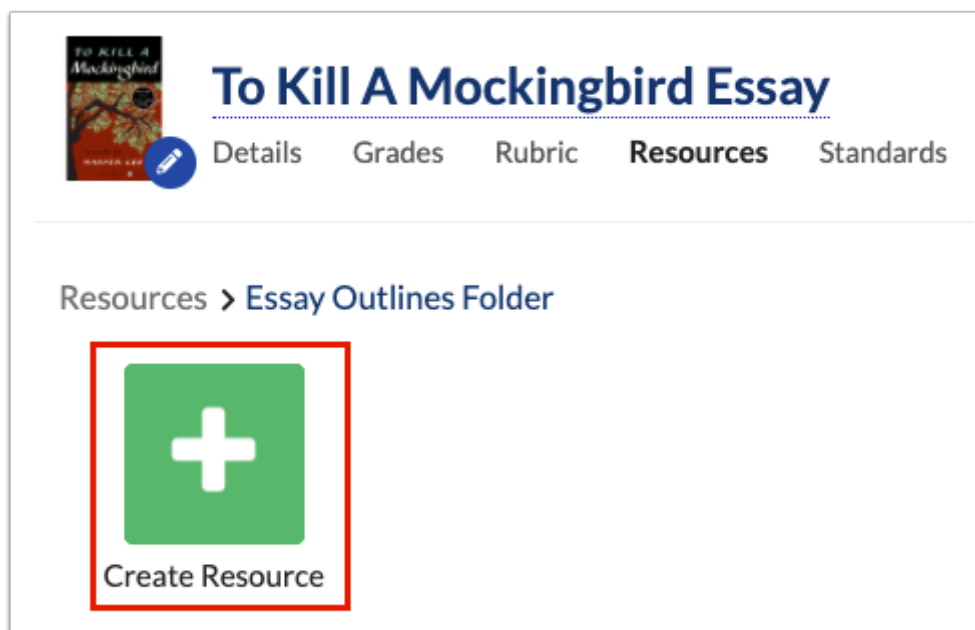
A modal window with a close button (X) in the top left corner. It contains three text input fields: "Title...", "Link" (with a dropdown arrow), and "Web Address...". Below these is a checkbox labeled "Sharable to other teachers" which is checked. To the right of the input fields is a large gray square with a white chain link icon and the text "Select Image" in blue. At the bottom right are "Cancel" and "Save" buttons.

4. Select whether the resource provided is a **Link**, **Folder**, **File**, or **Calendar Event** from the pull-down.
5. Depending on the type of resource selected, the follow steps will vary. See the appropriate step for each type of resource.
 - a. If you selected **Link**, enter the **Web Address** in the provided text box.
 - b. If you selected **Folder**, you will upload multiple resources to the Folder, such as a file or link; therefore, nothing will be uploaded here.
 - i. Click on the created Folder to add resources.

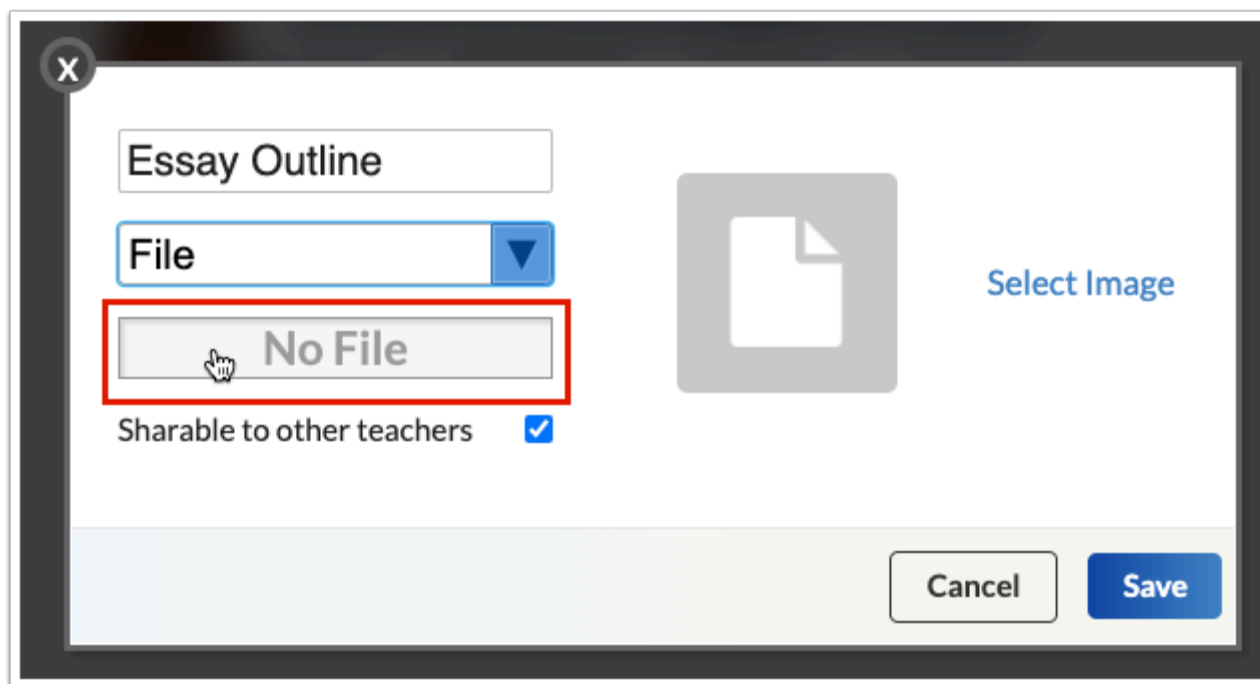


The interface shows a header for "To Kill A Mockingbird Essay" with a book cover icon and tabs for "Details", "Grades", "Rubric", "Resources", "Standards", and "Options". Below the tabs are three main action buttons: "Essay Outlines Folder" (with a blue folder icon and a red border), "Essay Outline" (with a notepad icon), and "Create Resource" (with a green plus icon).

ii. Click **Create Resource** to add links, files, calendar events, or additional folders to the folder.



c. If you selected **File**, click **No File** to browse your computer and select the document to be uploaded as a resource.



i. Once the file is uploaded, the file displays along with two additional icons. Click the **cloud** to download the file. Click the red **X** to delete the file and upload a new one.

d. Select **Calendar Event** from the pull-down.

i. Click **Sign in with Google** to link the Calendar Event in your web page to a calendar event in your Google Calendar.

ii. Your Google Calendar(s) associated with your Google Classroom now display in the Calendar pull-down. Select the applicable **Calendar** from the pull-down.

iii. Select the days the event should repeat from the **Repeat every** pull-down.

iv. Enter or edit the dates and times the event should be active in the corresponding text boxes.

v. Select the **Link directly to Google Hangouts** check box so the event gets created with a Google Hangouts meeting. If the check box is left cleared, the calendar event will be saved in the associated calendar without going to Google Hangouts.

6. You have the option to share uploaded Resources with other teachers by selecting the **Shareable to other teachers** check box. Selecting the check box allows other teachers to search for and share the same resource on their web pages via Assessment > Resource Browser. The same is accessible for administrative profiles via Grades > Resource Browser.

i If you do not have permission to access the **Resource Browser** enabled by the district via Users > Profiles, the **Shareable to other teachers** option does not display.

7. To display an image for the resource link, folder, or file, click **Select Image**.

a. You can select from the existing System Images or upload an image. Click **Choose a file or drag it it here** to browse for an image on your computer. You can also drag and drop the image into the **Your Images** section.

8. Once all selections have been made, click the **Save** button to post the resource to the assignment. Click **Cancel** to return to the Resource tab without adding a resource.

Sharable to other teachers ☒

[Select Image](#)

9. Click the resource to open the link, file, or folder. To edit the resource, click the blue **pencil** located in the lower right corner of each resource.

To Kill A Mockingbird Essay

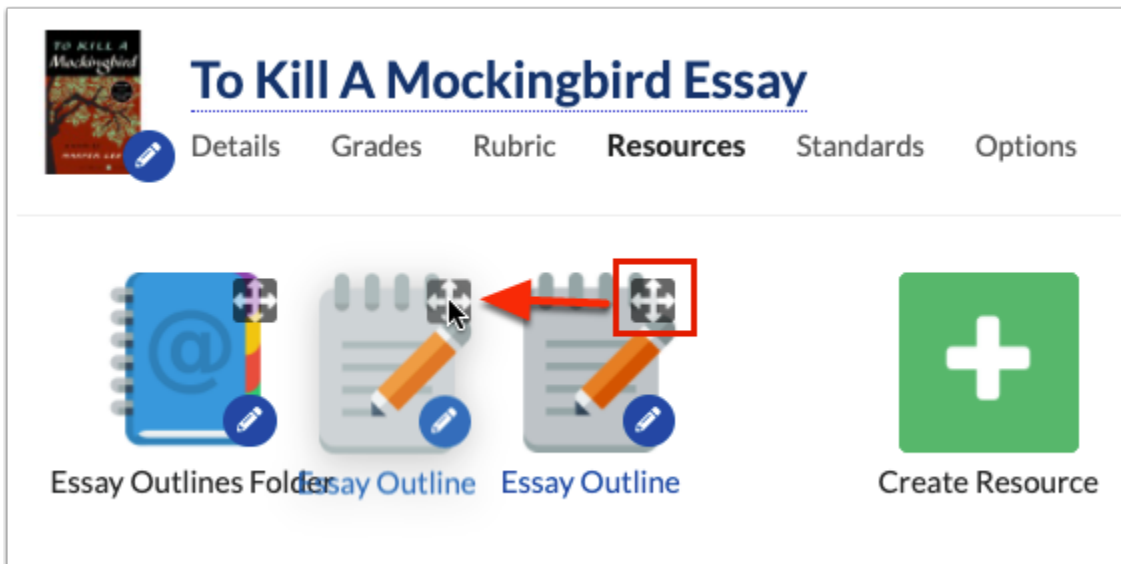
[Details](#) [Grades](#) [Rubric](#) [Resources](#) [Standards](#) [Options](#)

Essay Outlines Folder

Essay Outline

Create Resource

10. You can also click the **four arrowed icon** in the right corner of each resource to rearrange the order of the icons. For example, if you wanted the Essay Outline resource first, click the four arrowed icon and drag the icon to the left.



11. To add more resources, click **Create Resource**.

Resources added display for students and parents on the Grades (Assignments) screen on the Resources tab.

Resources Activity

Add additional resources to an existing assignment.

Standards

Adding Standards

1. Click the **Standards** tab.

To Kill A Mockingbird Essay

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[Save](#)
[Import Grades](#)
[Delete](#)

No Standards Yet

Available Course Standards

Filter

<p>ELA.11.C.1.3.C3 0x</p> <p>These written works will take longer and are meant to reflect thorough research and analysis.</p> <p>+ Add</p>	<p>MAFS.K.12.MP.1 0x</p> <p>Make sense of problems and persevere in solving them.</p> <p>+ Add</p>	<p>MAFS.K.12.MP.3 0x</p> <p>Construct viable arguments and critique the reasoning of others.</p> <p>+ Add</p>	<p>MAFS.K.12.MP.6 0x</p> <p>Attend to precision.</p> <p>+ Add</p>
<p>ELA.11.R.2.1 0x</p> <p>Evaluate the structure(s) and features in texts.</p>	<p>ELA.11.R.2.1.C1 0x</p> <p>Students will evaluate the use of the following structures: description, problem/solution, chronological, compare and contrast, cause and effect, and sequence.</p>	<p>ELA.11.R.2.1.C2 0x</p> <p>Students will evaluate the use of the following features: table of contents, headings, captions, photographs, graphs, charts, illustrations, glossary, footnotes, annotations, and appendix.</p>	<p>ELA.11.R.2.2 0x</p> <p>Analyze the central idea(s) of speeches and essays from the Classical Period.</p>

To Kill A Mockingbird Essay

Reports  Settings 


Save
Import Grades
Delete

No Standards Yet


Available Course Standards

Filter

<p>ELA.11.C.1.3.C3</p> <p>These written works will take longer and are meant to reflect thorough research and analysis.</p> <p>+ Add</p>	<p>MAFS.K12.MP.1</p> <p>Make sense of problems and persevere in solving them.</p> <p>+ Add</p>	<p>MAFS.K12.MP.3</p> <p>Construct viable arguments and critique the reasoning of others.</p> <p>+ Add</p>	<p>MAFS.K12.MP.6</p> <p>Attend to precision.</p> <p>+ Add</p>
<p>ELA.11.R.2.1</p> <p>Evaluate the structure(s) and features in texts.</p>	<p>ELA.11.R.2.1.C1</p> <p>Students will evaluate the use of the following structures: description, problem/solution, chronological, compare and contrast, cause and effect, and sequence.</p>	<p>ELA.11.R.2.1.C2</p> <p>Students will evaluate the use of the following features: table of contents, headings, captions, photographs, graphs, charts, illustrations, glossary, footnotes, annotations, and appendix.</p>	<p>ELA.11.R.2.2</p> <p>Analyze the central idea(s) of speeches and essays from the Classical Period.</p>

 The section selected must have at least one standard linked to its course for this tab to be available in assignments. Standards are assigned to courses by the district from Assessment > Assign Standards to Courses.

All attached standards display at the top of the screen.




Group Activity

[Details](#)
[Resources](#)
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[Save](#)
[Import Grades](#)
[Delete](#)

MAFS.K12.MP.3 1x Construct viable arguments and critique the reasoning of others. Remove	ELA.11.R.2.4 1x Compare the development of multiple arguments on the same topic, evaluating the effectiveness and validity of the claims, the authors' reasoning, and the ways in which the authors use the same information to achieve different ends. Remove	ELA.11.R.2.4.C1 1x Validity refers to the soundness of the arguments. Remove
---	---	---

Available Course Standards


Filter 

ELA.11.C.1.3.C3 0x These written works will take longer + Add	MAFS.K12.MP.1 0x Make sense of problems and + Add	MAFS.K12.MP.6 0x Attend to precision. + Add
--	--	--

[Back to Student List](#)
[Messenger](#)
[Help](#)
[Logout](#)

All Available Course Standards display at the bottom.

[Remove](#)
[Remove](#)
[Remove](#)

Available Course Standards <div>Filter </div>		
ELA.11.C.1.3.C3 0x These written works will take longer and are meant to reflect thorough research and analysis. + Add	MAFS.K12.MP.1 0x Make sense of problems and persevere in solving them. + Add	MAFS.K12.MP.6 0x Attend to precision. + Add
ELA.11.R.2.1 0x Evaluate the structure(s) and features in texts. + Add	ELA.11.R.2.1.C1 0x Students will evaluate the use of the following structures: description, problem/solution, chronological, compare and contrast, cause and effect, and sequence. + Add	ELA.11.R.2.1.C2 0x Students will evaluate the use of the following features: table of contents, headings, captions, photographs, graphs, charts, illustrations, glossary, footnotes, annotations, and appendix. + Add

[Back to Student List](#)
[Messenger](#)
[Help](#)
[Logout](#)

2. Click **+ Add** to attach a standard to the assignment.

Available Course Standards

Filter

<div>ELA.11.C.1.3.C30x</div> <div>These written works will take longer and are meant to reflect thorough research and analysis.</div> <div>+ Add</div>	<div>MAFS.K12.MP.10x</div> <div>Make sense of problems and persevere in solving them.</div> <div>+ Add</div>	<div>MAFS.K12.MP.60x</div> <div>Attend to precision.</div> <div>+ Add</div>
--	--	---

3. To filter for specific standards, enter key words in the **Filter** field.

Available Course Standards

argumentX

<div>ELA.11.C.1.3.C20x</div> <div>Appropriate tone is expected to continue from 9th and 10th. Use narrative techniques to strengthen argument writing where appropriate.</div> <div>+ Add</div>	<div>LAFS.1112.RI.2.50x</div> <div>Analyze and evaluate the effectiveness of the structure an author uses in his or her exposition or argument, including whether the structure makes points clear, convincing, and engaging.</div> <div>+ Add</div>	<div>LAFS.1112.RI.3.80x</div> <div>Delineate and evaluate the reasoning in seminal U.S. texts, including the application of constitutional principles and use of legal reasoning (e.g., in U.S. Supreme Court majority opinions and dissents) and the premises, purposes, and arguments in works of public advocacy (e.g., The Federalist,...</div> <div>+ Add</div>
<div>LAFS.1112.W.1.10x</div> <div>Write arguments to support claims in an analysis of substantive topics or texts, using valid reasoning and relevant and sufficient evidence.</div>	<div>LAFS.1112.W.1.1.e0x</div> <div>Provide a concluding statement or section that follows from and supports the argument presented.</div>	<div>LAFS.1112.W.2.60x</div> <div>Use technology, including the Internet, to produce, publish, and update individual or shared writing products in response to ongoing feedback, including new arguments or information.</div>

a. Click the **X** to remove the Filter.

argument

✕

LAFS.1112.RI.3.8

0x

Delineate and evaluate the reasoning in seminal U.S. texts, including the application of constitutional principles and use of legal reasoning (e.g., in U.S. Supreme Court majority opinions and dissents) and the premises, purposes, and arguments in works of public advocacy (e.g., The Federalist,...

+

Add

4. Once added, click **Remove** to remove a standard from the assignment, if applicable.

Group Activity

Details

Resources

Standards

Options

MAFS.K12.MP.3

1x

Construct viable arguments and critique the reasoning of others.

Remove

ELA.11.R.2.4

1x

Compare the development of multiple arguments on the same topic, evaluating the effectiveness and validity of the claims, the authors' reasoning, and the ways in which the authors use the same information to achieve different ends.

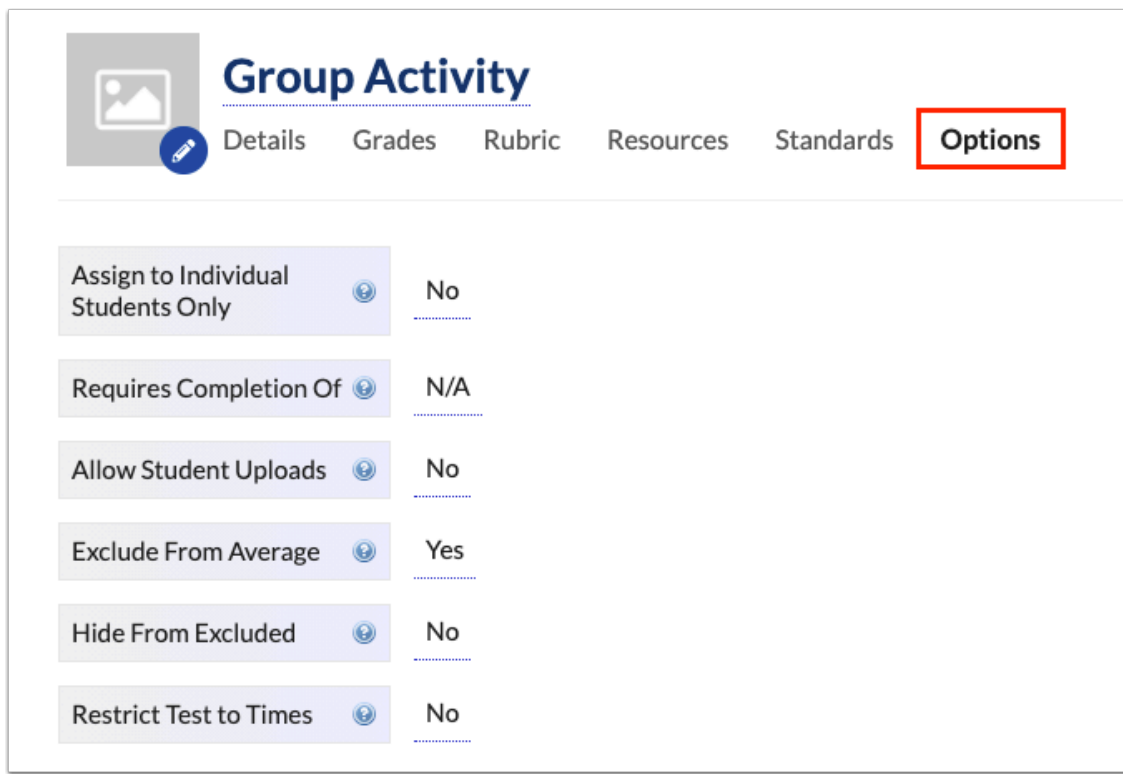
Remove

Standards Activity

Add standards to an existing assignment (if available).

Adding Options

1. Click the **Options** tab.



The screenshot shows the 'Group Activity' interface with the 'Options' tab selected. The 'Options' tab is highlighted with a red border. Below the tabs, there are six settings, each with a help icon (question mark in a circle) and a value:

Setting	Value
Assign to Individual Students Only	No
Requires Completion Of	N/A
Allow Student Uploads	No
Exclude From Average	Yes
Hide From Excluded	No
Restrict Test to Times	No

2. Select the **Assign to Individual Students Only** check box to select the students who should be assigned the assignment in the selected section(s). Selecting the check box activates the Assigned Students pull-down for a more specified selection of students. If the Assign to Individual Students Only check box is left cleared, the assignment will be assigned to all students in the section and linked sections (determined from the Details tab).

a. Select the **Assigned Students** from the pull-down to determine the students for whom the assignment should be assigned. You can select the applicable students in addition to or in place of Assigned Groups.

b. Click the **Assign Groups** icon to select the group of students to which the assignment should be assigned. The groups displayed here are created via Settings > Groups tab. Students can then be assigned from the gradebook using the Group pull-down. Note: The Group column only displays when first enabled via Settings > View Options > Optional Columns: Gradebook Group.



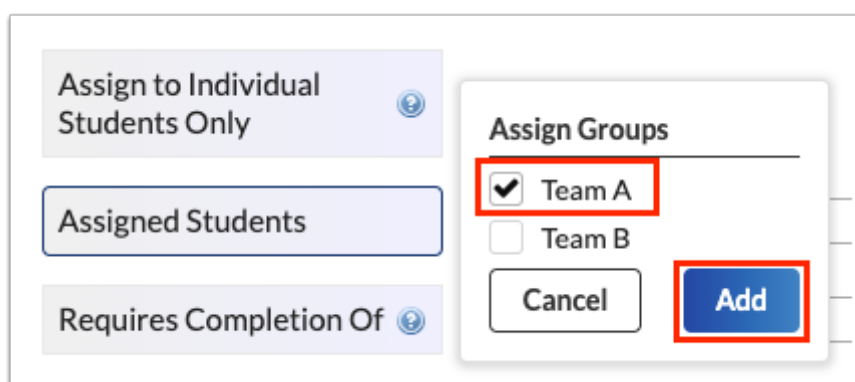
Assign to Individual Students Only ☒

Assigned Students 

Requires Completion Of

Allow Student Uploads ☒

i. Select the check box(es) to assign the assignment to the applicable group(s). Then, click **Add**. Click **Cancel** to close the Assign Groups window without adding a student group.



Assign to Individual Students Only

Assigned Students

Requires Completion Of

Assign Groups

☒ Team A

☐ Team B

Cancel Add

ii. Once the students from the selected group have been added, their names display in the Assigned Students pull-down. From here, you can edit the selections made, if needed.




Assign to Individual Students Only ☒

Assigned Students  Abe, Charlie Noel, Blonde, Amal Martin, Collazo, Gabriella, Elam, Angie, Fenaway,...

Requires Completion Of

Allow Student Uploads ☒

 When students of a custom group are updated, you must re-assign the group to ensure all students in that group are assigned the assignment.

If students have not been assigned an assignment, the grade field displays as grayed out and is inactive, which prohibits you from entering grades and comments.

Student			Grade	Argumentative Ess... 100 Points Assigned 04/12 Due 04/12	Quick Write - Out... 50 Points Assigned 04/12 Due 04/12	Reading Quiz 1 ✓ - 3Q Assigned 04/12 Due 04/12	To Kill A Mockingb... 50 Points Assigned 03/29 Due 03/29
				i	i	i	i
Abe, Charlie Noel		I	50	F	50	A	NG
Barron, Debbie		78% C	78	C	*	*	
Blonde, Amal Martin		74% C	78	C	10	F	40
Bonilla, Alexander James		91% A	88	B	53	A	
Castile, Sam		81% B	88	B	Z	Z	
Collazo, Gabriella		83% B	70	C	50	A	X
Elam, Angie		55% F	101	A	45	A	NG
Fenaway, Iris Sandrine		90% A	88	B	47	A	NG
Average		89%	90%	77%	Completion	91%	

3. Select the **Use Text To Speech** check box to enable the text to speech feature for assessments where questions will be read aloud to students.

a. When the Use Text To Speech check box is selected, you must then select the **Students who need Text To Speech** from the corresponding pull-down. The pull-down defaults to All Students but select students can be selected as needed.

i These options display if Learnosity is enabled on your site and a Assessment has been linked from the Details tab.

4. Select an assignment from the **Requires Completion of** pull-down if students must complete a particular assignment prior to completing the assignment. Students will not be able to upload a document until the assignment selected in this pull-down has been given a grade, if allowing students to upload a document to this assignment. Note: This pull-down will not appear until there is at least one assignment in the gradebook per marking period.

5. Select the check box to **Allow Student Uploads** for students. Once enabled, students can upload a word document, PDF, or PowerPoint directly to the gradebook for assignments due.

i The district's Account Executive must first enable Student Uploads; therefore, if this setting does not display, your district has not elected to enable the Allow Student Uploads setting via Setup > Site Administration.

i Assignments can have only one of the following: Learnosity assessment, FAS test, or the Allow Student Uploads setting enabled. You will be prevented from allowing student uploads if an assessment or test are linked to the assignment, and prevents adding an FAS test if an assessment is present, preventing more than one of these from being selected (attaching Learnosity unlinks any existing tests, and prevents student uploads).

6. If you select the Allow Student Uploads check box, you can select the **Don't Allow Late Submissions** check box to ensure students are not able to upload files for an assignment after the Due Date and Time (if applicable) has passed.

7. Select the **Exclude from Average** check box to ensure the assignment doesn't count for or against the students averages, such as a practice test.

A down arrow indicator displays in the assignment header in the Gradebook for assignments that have been flagged as Exclude from Average.

Grade Legend Google Classroom Enter Grades By Points

22 Students Export Filter: OFF

Student	Grade	Debate Key Points 45P - 3Q Assigned 06/04 Due 06/04	Family Tree 35 Points Assigned 05/10 Due 05/17	Group Activity 100 Points	Argumentative Ess... 100 Points	Quick Write - Out... 50 Points
		i	i	i ↓	i	i
Abe, Charlie Noel	83% B	NG	40.25 115% A	* *	50 50% F	60 120% A
Barron, Debbie	83% B	NG	40.25 115% A	-1	78 78% C	* *
Blonde, Amal Martin	74% C	NG	30 85% B	55 55% F	78 78% C	10 20% F
Bonilla, Alexander James	91% A	NG	NG	90 90% A	88 88% B	53 106% A
Castile, Sam	70% C	NG	NG	90 90% A	88 88% B	Z 0 Z
Collazo, Gabriella	76% C	NG	NG	90 90% A	70 70% C	50 100% A
Elam, Angie	98% A	NG	NG	10 10% F	101 101% A	45 90% A
Fenaway, Iris Sandrine	89% B	NG	NG	90 90% A	88 88% B	47 94% A
Greserson, Ruth M	98% A	NG	NG	90 90% A	88 88% B	50 100% A
Average	91%		105%	84%	89%	78%

This assignment does not count towards student grade averages

8. Select the **Hide from Excluded** check box to create an exclusive assignment for a student or group of students. Students with an asterisk (*) will not see the assignment on the student or parent portal. This is helpful when a transfer student comes into the class or make-up work has been assigned.

9. Select the **Allow Comments** check box to allow students to post comments on assignments. If enabled, students and staff may add their own comments to posts. Staff may view all comments, and their comments will be immediately viewable by all.

10. Select the **Comments Require Moderation** check box to view comments made by students before making the comments viewable. Note: This option will only appear if Allow Comments is

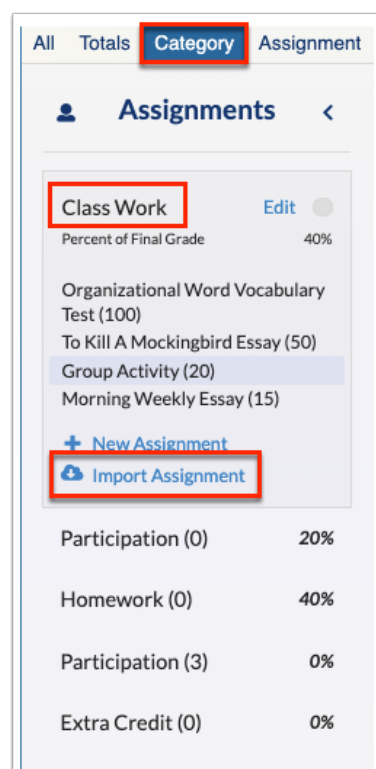
selected. If enabled, student comments are not visible to other students, until moderated by a staff member. Staff may view all comments, and their comments will be immediately viewable by all.

11. Select the **Students can reply to other students** check box to allow students to reply to student comments. If not selected, students will only be allowed to reply to staff comments. Note: This option will only display if Allow Comments is selected.

Importing Assignments

The Import an Assignment feature allows teachers to import and use an assignment already created for another section, previous marking period, or previous school year in Focus.

1. In the menu, click **Gradebook**.
2. Click the **Category** tab.
3. Click the category from the Assignments panel to which assignments are to be imported.
4. Click **Import Assignment**.



5. Select the school **Year** from the first pull-down.

Import Assignment > Homework

Select a school year and section to import from. Then select one, or multiple assignment(s).

Year / Section / Quarter **2020 - 2021** **Period 5 001 ENG 3** **3rd 9 Weeks**

Assignment(s)

Additional Linked Sections

Cancel Import

6. Select the **Section** from which you'd like to import the category.
7. Select the marking period from the **Quarter** pull-down.
8. Select the **Assignment(s)** from the pull-down.
9. Select **Additional Linked Sections** from the provided pull-down to import the assignment to other sections as well.
10. Click **Import** to import the assignment(s). Click **Cancel** to close the pop-up window without importing assignment(s).

Import Assignment > Homework

Select a school year and section to import from. Then select one, or multiple assignment(s).

Year / Section / Quarter **2020 - 2021** **Period 5 001 ENG 3** **3rd 9 Weeks**

Assignment(s) **Group Activity (Classwork)**

Additional Linked Sections **Period 5 001 ENG 3**

Cancel Import

Once imported, you will see the assignment(s) display in the left panel in the selected category of the selected section(s).

The screenshot shows the 'Focus Writers02' Gradebook interface. At the top, there's a header with 'Select Student', 'Gradebook', and user information: 'Fridda Roxy (ERP-MCS...', 'Focus High School - 0041', '2022-2023', 'SIS', 'Teacher', '4th 9 Weeks', '02 - 004 - ENG 3', and 'ERP'. Below the header, there's a navigation bar with 'All', 'Totals', 'Category', 'Assignment', and a plus icon. On the left, there's a sidebar with 'Assignments' and a list of assignments: 'Homework' (40% of Final Grade), 'Group Activity (20)' (highlighted with a red box), and 'To Kill A Mockingbird Essay (50)'. Below this list are links for '+ New Assignment', 'Import Assignment', and 'Add Test'. The main area shows the 'Group Activity' details. It has tabs for 'Details', 'Grades', 'Rubric', 'Resources', 'Standards', and 'Options'. The 'Details' tab is active, showing fields for 'Points' (20), 'Completion Only' (checkbox), 'Questions' (1), 'Assigned Date' (01/20/2023, 12:00 am, Time), 'Marking Period' (4th 9 Weeks), 'Autofill' (Points), 'Assign Test', 'Test Review Delay (Days)', 'Due Date' (02/08/2023, Time), 'Linked Sections' (Period 2 004 ENG 3), 'Assessment' (+ New Assessment, Import Assessment), and 'Test Login PIN'.

The Due Date, Publish Date and Assigned Date copy from each assignment. The dates are copied, but the year is adjusted to either the first or second calendar year of the current school year. Publish Date defaults to tomorrow. When a section uses weighted progress periods, the initial Due Date used will always be within the top right progress period or the last progress period of the top right quarter.


12. Click **Save** to apply the settings to the assignment.

The screenshot shows the 'To Kill A Mockingbird Essay' assignment settings page. At the top, there's a header with 'Reports' and 'Settings'. Below the header, there's a title bar with 'To Kill A Mockingbird Essay' and a 'Save' button (highlighted with a red box). Below the title bar, there's a navigation bar with 'Details', 'Grades', 'Rubric', 'Resources', 'Standards', and 'Options'. The 'Options' tab is active, showing settings for 'Assign to Individual Students Only' (checked), 'Assigned Students' (Abe, Charlie Noel, Blonde, Amal Martin, Collazo, Gabriella, Elam, Angie, Fenaway,...), 'Requires Completion Of' (Argumentative Essay Rough Draft), 'Allow Student Uploads' (checked), and 'Don't Allow Late Submissions' (unchecked). At the bottom right, there's a 'Save' button (highlighted with a red box) and a 'Delete' button. Below the 'Save' button, there's a link for 'Unsaved Changes'.

When **Unsaved Changes** is displayed, you must click **Save** before navigating away from the screen to ensure entering information is not lost.

Editing Assignments

1. In the menu, click **Gradebook**.
2. From the All tab, click the **i** for the assignment that needs to be edited.



Select Student ▼
Gradebook

Fridda Roxy (ERP-MCS... ▼
Focus High School

Teacher ▼
4th 9 Weeks

All
Totals
Category
Assignment
+

Grade Legend
Enter Grades By

24 Students
Export
Message
Filter: OFF

Student	Grade	Grade Level	Presentation: Defe... 45 Points Assigned 04/11 Due 04/11	To Kill A Mockingb... 30P - 15Q Assigned 04/11 Due 04/11	English Quiz: Ch. 12 15P - 8Q Assigned 04/11 Due 04/11
Abe, Charlie Noel	86% B	10	40 89% B	NG	NG
Abregan, Kenna Joy	75% C	10	45 100% A	20 67% D	NG
Acevedo, Diem Donna	72% C	09	45 100% A	25 83% B	NG
Acevedo, Emerald Vonn	92% A	12	45 100% A	29 97% A	NG
Acosta, Dexter D	92% A	10	35 78% C	NG	NG
Acosta, Harry P	87% B	10	34 76% C	NG	NG

Hover over the **i** symbol to display additional assignment information including: Title, Points, date Assigned, date Due, Category, Average, Range, and Description.

Part 1 Questions	To Kill A Mockingbird Essay	Org.
nts	50P - 1Q	100
d 02/22	Assigned 02/12	Assi
'26	Due 02/26	Due
Click to Edit		85
Title	To Kill A Mockingbird Essay	89
Points	50	45
Assigned	Feb 12 5:00 pm	
Due	Feb 26	68
Category	Class Work	88
Average	78%	
Range	15 to 47.50	77
Description	Analyze the childhood world of Jem, Scout, and Dill and their relationship ...	89
		90
NG	42.50	85% B 99

You can also access an assignment using the following steps: Click the **Category** tab, then click the applicable category in the Assignments panel. Next, click the assignment title in the category to view and edit the assignment.

Select Student ▼
Gradebook

Fridda Roxy (ERP-MC)
Teacher

All
Totals
Category
Assignment

Assignments

Homework

Percent of Final Grade 40%

Group Activity (20)

To Kill A Mockingbird Essay (50)

New Assignment

Import Assignment

Add Test

Classwork (1) 30%

Participation (2) 20%

Homework

24 Students

Export

Message

Filter: OFF

Student	Grade	Est Sem Avg
Abe, Charlie Noel	86% B	B
Abregan, Kenna Joy	75% C	C
Acevedo, Diem Donna	72% C	C
Acevedo, Emerald Vonn	92% A	A
Acosta, Dexter D	92% A	A
Acosta, Harry P	87% B	B
Adams, Peter Kavinsky	89% B	B
Adams, Ponyboy Henry	89% B	B

3. Make all necessary edits using the corresponding tab: Details, Rubric, Resources, Standards, and Options.

+
Reports Settings

To Kill A Mockingbird Essay

Details
Grades
Rubric
Resources
Standards
Options

[Save](#)
[Import Grades](#)
[Delete](#)

Points ☐ Completion Only

Category

Due Date ☐ Time

Linked Sections

Assessment [+ New Assessment](#)
[Import Assessment](#)

Test Login PIN

Description
Analyze the childhood world of Jem, Scout, and Dill and their relationship with Book Radley in Part One.

Questions

Assigned Date ☒ Time

Marking Period

Autofill

Assign Test

Test Review Delay (Days)

4. Once all edits have been performed, click **Save** to apply changes.

+
Reports Settings

To Kill A Mockingbird Essay

Details
Grades
Rubric
Resources
Standards
Options

Save

[Import Grades](#)
[Delete](#)
Unsaved Changes

Points ☐ Completion Only

Category

Due Date ☐ Time

Linked Sections

Assessment [+ New Assessment](#)
[Import Assessment](#)

Test Login PIN

Questions

Assigned Date ☒ Time

Marking Period

Autofill


Assign Test

Test Review Delay (Days)

When **Unsaved Changes** is displayed, you must click **Save** before navigating away from the screen to ensure entering information is not lost.

Deleting Assignments

1. In the menu, click **Gradebook**.
2. From the All tab, click the **i** for the assignment that needs to be edited.



Select Student ▼
Gradebook

Fridda Roxy (ERP-MCS... ▼
Focus High School

Teacher ▼
4th 9 Weeks

All
Totals
Category
Assignment
+

Grade Legend
Enter Grades By

24 Students
Export
Message
Filter: OFF

Student	Grade	Grade Level	Presentation: Defe... 45 Points Assigned 04/11 Due 04/11	To Kill A Mockingb... 30P - 15Q Assigned 04/11 Due 04/11	English Quiz: Ch. 12 15P - 8Q Assigned 04/11 Due 04/11
Abe, Charlie Noel	86% B	10	40 89% B	NG	NG
Abregan, Kenna Joy	75% C	10	45 100% A	20 67% D	NG
Acevedo, Diem Donna	72% C	09	45 100% A	25 83% B	NG
Acevedo, Emerald Vonn	92% A	12	45 100% A	29 97% A	NG
Acosta, Dexter D	92% A	10	35 78% C	NG	NG
Acosta, Harry P	87% B	10	34 76% C	NG	NG

Hover over the **i** symbol to display additional assignment information including: Title, Points, date Assigned, date Due, Category, Average, Range, and Description.

Part 1 Questions	To Kill A Mockingbird Essay	Org.
nts	50P - 1Q	100
d 02/22	Assigned 02/12	Assi
'26	Due 02/26	Due
Click to Edit		85
Title	To Kill A Mockingbird Essay	89
Points	50	45
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Due	Feb 26	68
Category	Class Work	88
Average	78%	
Range	15 to 47.50	77
Description	Analyze the childhood world of Jem, Scout, and Dill and their relationship ...	89
		90
NG	42.50	85% B 99

You can also access an assignment using the following steps: Click the **Category** tab, then click the applicable category in the Assignments panel. Next, click the assignment title in the category to view and edit the assignment.

Select Student ▼
Gradebook

Fridda Roxy (ERP-MC)
Teacher

All
Totals
Category
Assignment

Assignments

Homework
Edit

Percent of Final Grade
40%

Group Activity (20)

To Kill A Mockingbird Essay (50)

+ New Assignment

Import Assignment

Add Test

Classwork (1)
30%

Participation (2)
20%

Homework

24 Students
Export
Message
Filter: OFF

Student	Grade	Est Sem Avg
Abe, Charlie Noel	86% B	B
Abregan, Kenna Joy	75% C	C
Acevedo, Diem Donna	72% C	C
Acevedo, Emerald Vonn	92% A	A
Acosta, Dexter D	92% A	A
Acosta, Harry P	87% B	B
Adams, Peter Kavinsky	89% B	B
Adams, Ponyboy Henry	89% B	B

The assignment screen defaults to the Details tab. If you need to edit the assignment Rubric, Resources, Standards, or Options, click the corresponding tabs.

Focus Writers02 Select Student Gradebook Fridda Roxy (ERP-MCS...) Focus High School - 0041 2022-2023 SIS Teacher 4th 9 Weeks 02 - 004 - ENG 3 ERP

All Totals Category Assignment + Reports Settings

Assignments <

Homework Edit 40%
Percent of Final Grade

Group Activity (20)
To Kill A Mockingbird Essay (50)

+ New Assignment
Import Assignment
Add Test

Group Activity

Details Grades Rubric Resources Standards Options

Points 20 Questions 1
Category Homework Assigned Date 01/20/2023 12:00 am
Due Date 02/08/2023 Marking Period 4th 9 Weeks
Assessment N/A Test N/A
Description
Break into groups to discuss Of Mice and Men. Do you side with Lennie or George? Why?

Save
Import Grades
Delete

3. To delete the assignment, click **Delete** located in the upper right corner of the screen.

Focus Writers02 Select Student Gradebook Fridda Roxy (ERP-MCS...) Focus High School - 0041 2022-2023 SIS Teacher 4th 9 Weeks 02 - 004 - ENG 3 ERP

All Totals Category Assignment + Reports Settings

Assignments <

Homework Edit 40%
Percent of Final Grade

Group Activity (20)
To Kill A Mockingbird Essay (50)

+ New Assignment
Import Assignment
Add Test

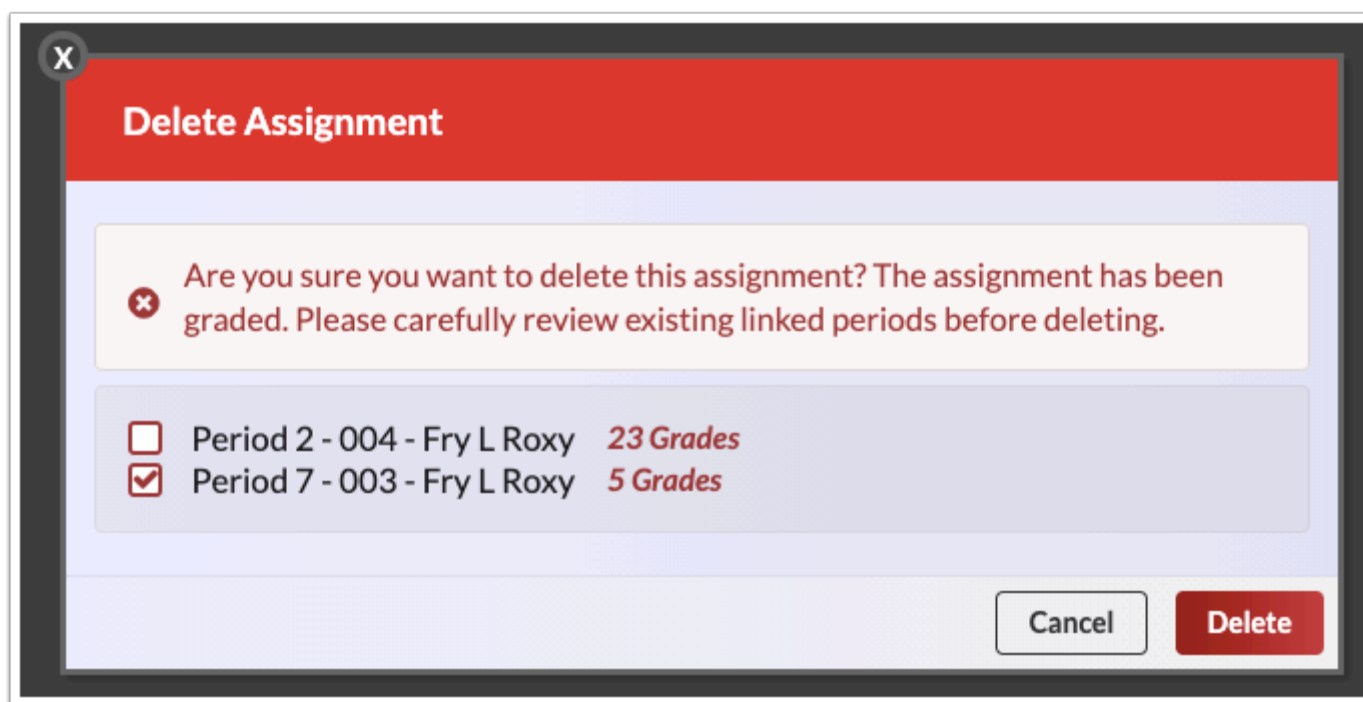
Group Activity

Details Grades Rubric Resources Standards Options

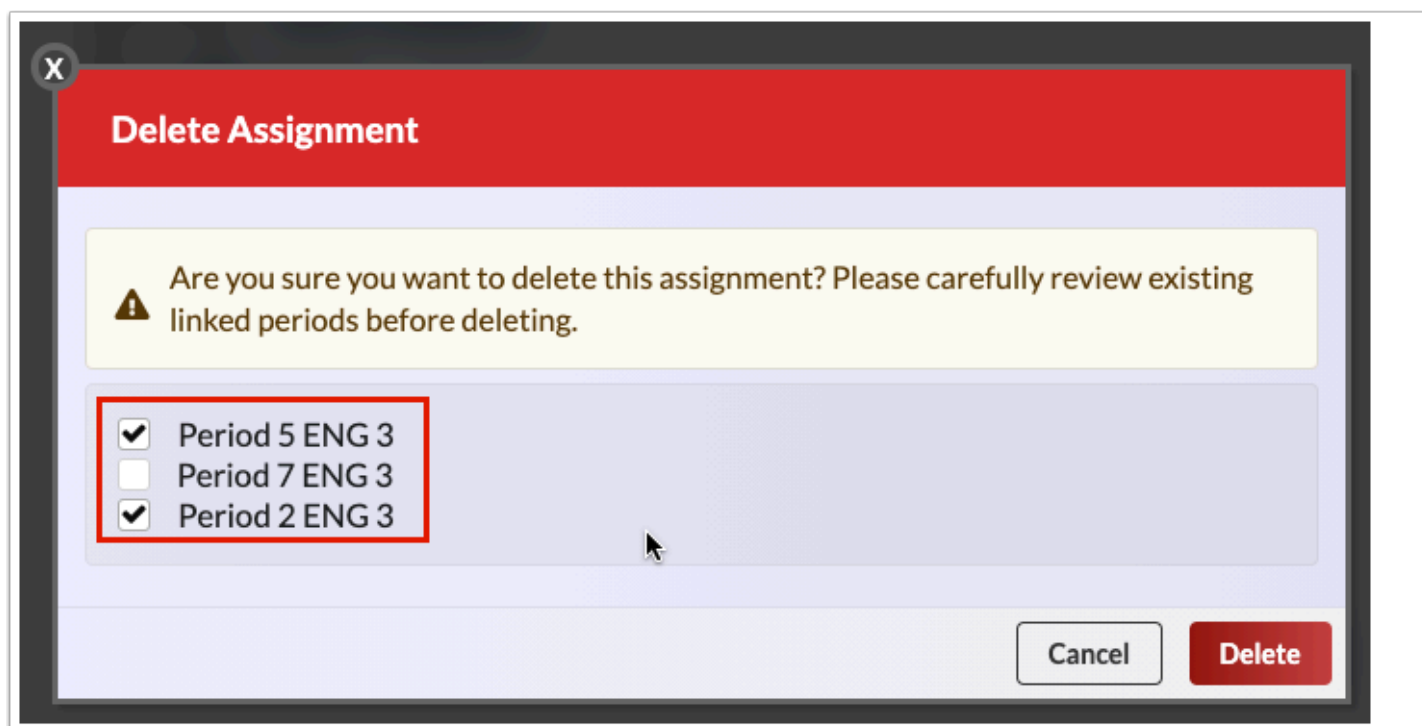
Points 20 Questions 1
Category Homework Assigned Date 01/20/2023 12:00 am
Due Date 02/08/2023 Marking Period 4th 9 Weeks
Assessment N/A Test N/A
Description
Break into groups to discuss Of Mice and Men. Do you side with Lennie or George? Why?

Save
Import Grades
Delete

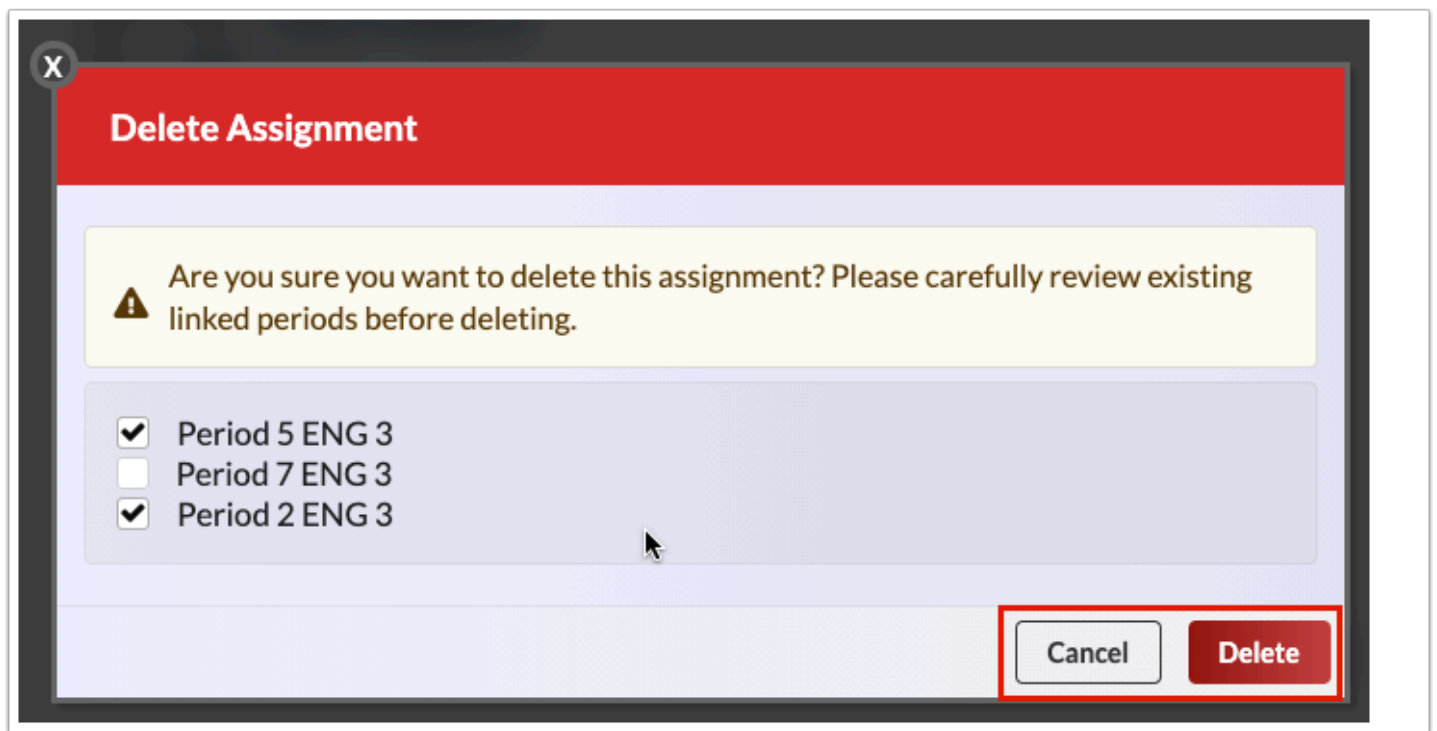
4a. If you try to delete an assignment that contains student grades, a pop-up displays altering you that the assignments has been graded. Select the check boxes to delete the assignment from the section regardless of the grades.



4b. If the assignment is linked to multiple sections, the assignment will be deleted from all listed sections unless the check box for the section is cleared.



5. Click **Delete** to remove the assignment from the selected sections/periods. Click **Cancel** to close the window without deleting the assignment.



If you need to restore an assignment that has been deleted, go to **Gradebook Reports > Deleted Assignments**.